



## Recommendations and Considerations for Re-Opening a Meeting

**Note: These recommendations and considerations are focused on meetings in the City and County of Sacramento. Please visit our website at [aaasacramento.org](http://aaasacramento.org) or visit the public health website for your county.**

1. Conduct a group level business meeting to get group conscience regarding resuming meeting and review the required Social Distancing Protocols to determine if compliance is feasible for the group.
2. Contact meeting facility to determine if they are able to host the group with adherence to the Social Distancing Protocols and advise that the current CCFAA insurance policy will not cover the Coronavirus.
3. Check the facilities position on liability and liability waivers for the meeting. Be aware that most facilities will require meetings to sign a liability waiver stating the facility will not be held liable for any Covid-19 illness.
4. Items to consider/discuss :
  - Does the facility have extra cleaning charges?
  - Can the group provide cleaning supplies needed for sanitizing twice per meeting and service members to perform such actions?
  - Will the facility be able to accommodate extra time allowed before and after the meeting to allow for social distancing setup and sanitation? Any additional requirements from the facility?
5. Complete the "Appendix A. –Sacramento County (find your county protocol in the Appendices): Social Distancing Protocol" (groups may use the suggested version for AA meetings or thoroughly create their own or complete the blank Sacramento County version) and return a copy of the completed Social Distancing Protocol to the Central Office ([centraloffice@aaasacramento.org](mailto:centraloffice@aaasacramento.org)) to have the meeting listed on the current meeting schedule.

Please keep in mind that meetings (located inside of a facility) will have a capacity limit in order to be in compliance with the 6-foot social distancing requirement (for example, a 400 square foot room can accommodate approximately 11 people, including trusted servants, properly spaced). Therefore, it is encouraged that groups discuss how they will stay in compliance if more members show up to the meeting than space allows and how they may potentially have to turn members away.

If groups are considering temporarily meeting in a different location other than their previously listed meeting space at the facility (lawn areas or patios at facility, parks, parking lots, etc.), groups *MUST* get permission from the location and contact the Central Office as insurance limitations may apply.

As meetings reach out to Central Office with a completed "Appendix A: Social Distancing Protocol" form to confirm understanding and compliance with Appendix A of the Public Health Order, they will be added to the CCFAA in-person meeting schedule and the Meeting Finder app on the website.

In recognition and respect to our 4th Tradition, "Each group should be autonomous, except in matters affecting other groups or AA as a whole." CCFAA has a long standing policy of not including groups on the meeting schedule who may adversely impact the AA reputation in the Greater Sacramento area. If at some point it



becomes clear that a meeting is no longer in compliance and including it in the meeting guide then endangers AA, it may necessitate removing it. ***Removal can only be done at the direction of the group delegates during the monthly CCFAA Delegates Meeting. (Over)***

It is recommended to have a copy of this document, the completed original "Appendix A" groups are using and any other documentation that may be required at each meeting in the event it is requested by Public Health, the facility, or an individual.

The Central California Fellowship's Central Office is dedicated to assisting our registered groups' safe return to physical meetings while limiting the risk of public health, controversy, liability and the protection of our members and fellowship as a whole. We will continue to monitor the progression and re-opening of Sacramento, Butte, Colusa, El Dorado, Placer, Sutter, Yolo and Yuba Counties, changes to Public Health Orders and recommendations from CCFAA Delegates. As new information is released we will update the groups and make amendments to this document as needed. We appreciate your patience and understanding as we navigate through these unprecedented times.

CCFAA Central Office

#### County Website Links

Butte County: <https://www.buttecounty.net/publichealth>

Colusa County: <https://www.countyofcolusa.org/99/Public-Health>

El Dorado County: <https://www.edcgov.us/Government/hhsa/Pages/EDCCOVID-19.aspx>

Placer County: <https://www.placer.ca.gov/coronavirus>

Sacramento County: <https://dhs.saccounty.net/PUB/Pages/PUB-Home.aspx>

Sutter County: <https://www.suttercounty.org/doc/government/depts/cao/em/coronavirus>

Yolo County: <https://www.yolocounty.org/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019>

Yuba County: <https://www.yuba.org/coronavirus/>